

[| NODIS Library](#) | [Property, Supply and Equipment\(4000s\)](#) | [Search](#) |

NASA Procedural Requirements

NPR 4200.1E

Effective Date: July 07, 1999

Expiration Date: October 30,
2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: NASA Equipment Management Manual**Responsible Office: Logistics Management Division**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [AppendixA](#)
[| AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |**APPENDIX D****NEMS MANDATORY DATA ELEMENTS IN DETAIL**

a. Equipment Control Number. The Equipment Control Number (ECN) is the key, unique identifier for each equipment record in NEMS. The ECN is assigned when an equipment item is first received in NASA; the ECN remains with the item until the equipment is permanently removed from NASA's equipment records; the ECN is the primary key for extracting data from the NEMS data base. The NASA Headquarters, Logistics Management Team, is responsible for Agencywide control of ECN's to prevent loss and duplication. All NEMS-controlled equipment records must have a 7-position ECN as follows:

(1) Controlled Equipment. Controlled equipment item records are established with a 7-position numeric number. That number corresponds to the bar-coded tag or the mini tag that has been affixed to the equipment item. NASA Headquarters, Logistics Management Team, manages the procurement (contract) and controls assignment of all tag control numbers. Usually, blocks of serial-assigned numbers are distributed to each NASA Center.

b. Center Code. Each Center and sub-Center, as appropriate, must be identified by two 2-position numeric codes within NEMS to identify the accountable Center and track transfer actions in the Center data base. Following is the NEMS NASA Center Number Table:

INST				ZIP
ACCT	SUB	CENTER NAME	ACRONYM	CODE
01	01	Langley Research Center	LaRC	23681-0001
02	02	Ames Research Center	ARC	94035-1000
04	04	Dryden Flight Research Center	DFRC	93523-0273
03	03	Glenn Research Center	GRC	44135-3191
05	05	Goddard Space Flight Center	GSFC	20771-0001
05	11	Headquarters	HQ	20546-0001

07	07	Jet Propulsion Laboratory	JPL	91109-8099
08	08	Marshall Space Flight Center	MSFC	35812-0001
08	81	Prog. Inf. Sys. Mission SVS (PRISMS)	MSFC	35812-0001
09	09	Johnson Space Center	JSC	77058-3696
09	91	White Sand Test Facility	WSTF	88004-0020
09	92	Johnson Space Center (SPOC-USA/West)	JSC	77058-3696
10	10	Kennedy Space Center (NASA)	KSC	32899-0001
10	15	Kennedy Space Center (BOC)	KSC	32899-0001
10	16	Kennedy Space Center (SPOC-USA/East)	KSC	32899-0001
10	17	Kennedy Space Center (Vandenberg AFB)	KSC	93438
10	18	Kennedy Space Center (PGOC)	KSC	32899-0001
10	19	Kennedy Space Center (SPOC-USA/West)	KSC	32899-0001
13	13	Stennis Space Center	SSC	39529-6000

c. Contract Number. NEMS transactions processed for contractor-held equipment items must be identified to the contracting Center as shown above, and also to the 9-position, alphanumeric accountable contract number to identify the accountable contract and track contract transfer actions in the CDB. Contract numbers will begin with the Center prefix, followed by a hyphen, the contract number, and an 'F' if it is a facilities contract (e.g., JSC contract 9-16492F). The corresponding pseudo equipment control number and contractor tag number are data elements that are mandatory for contractor-held equipment transactions.

d. Item Name. Each equipment record must contain an item name. Item names must be assigned in a consistent manner that ensures accurate identification for locating all like items when screening NEMS for reutilization and other purposes. All equipment records added to the NEMS data base must be reviewed by a Center to ensure standardization of all NEMS descriptive terms.

e. Manufacturer's Code. Each equipment record in NEMS requires assignment of a manufacturer's code. Each manufacturer's code must correspond to the manufacturer's name and address as shown in the NEMS Central Manufacturer's Code Table. An equipment record with an unknown manufacturer, or a manufacturer without an assigned code, preferably will be referred to the Center NEMS cataloger for the appropriate code prior to the processing of the add transaction; however, a record may be processed with "xxxxx" if the manufacturer is not listed in the NEMS Central Manufacturer's Code Table, or with "zzzzz" if the manufacturer is unknown. When the manufacturer has been verified as unknown by visual inspection of equipment, "yyyyy" will be processed. The Center NEMS Equipment Manager will ensure that "zzzzz" and "xxxxx" manufacturer codes and data entry errors are resolved in a timely manner.

f. Manufacturer's Model Number. Each equipment record in NEMS requires the equipment item model number, when known. If there is no model number, NEMS requires the word "none" in the model number field. A Center NEMS cataloger will review standardization of model numbers (e.g., model number 123A will always be entered as 123A and not as 123-A or 123/A). The Center NEMS Equipment Manager will establish a procedure to ensure standardization of model numbers.

g. Manufacturer's Serial Number. Each equipment record in NEMS requires the equipment item serial number, when known. If there is no serial number, NEMS requires the word "none" in the serial number field. Serial numbers do not require standardization procedures.

h. Date Center Acquired. Each equipment record in NEMS requires the date that the Center acquired the item. The date Center acquired is entered by each Center as equipment items transfer from one NASA Center to another. Note: NEMS automatically

generates the date an item initially enters NASA and permanently records this date in the Date NASA Acquired field.

i. Custodian Account Number. Each equipment record in NEMS requires a Custodian Account Number. Each equipment item is assigned to a property custodian account located within the organization using the equipment item.

j. Federal Supply Class. Each equipment record in NEMS requires the appropriate 4-digit Federal Supply Class. NEMS provides for entry of the entire 13-position National Stock Number; however, only the 4-digit Federal Supply Class is mandatory. The Federal Cataloging Handbooks, H2 series, is used to identify and classify all equipment.

k. Acquisition Document Control Number. Each equipment record in NEMS requires the Acquisition Document Control Number. The initial addition of an item to the NEMS data base is authorized by a source document such as a purchase order, contract, receiving report, or other appropriate document. The control number on the source document is the Acquisition Document Control Number; the source document begins documentation of the audit trail for an item.

l. Capital Sensitive Code. Each equipment record in NEMS requires the appropriate Capital Sensitive Code. These codes are the mechanism for reporting capital equipment items to the financial management organization for entry in the general ledger 1500-series accounts established for equipment. The six capital sensitive codes provide the distinction among capital, capital sensitive, noncapital sensitive, noncapital nonsensitive controlled, contractor held, and noncontrolled equipment items for reporting and control purposes.

m. Acquisition Cost. Each equipment record in NEMS requires the Acquisition Cost of the item. The acquisition cost remains with an item through its life cycle within NASA, unless the item cost has been increased or decreased by equipment modification. For a commercially manufactured item, the acquisition cost will be the purchase price of the unit and, if capital equipment, will include transportation and Center charges, and handling and storage costs if these costs are part of the purchasing document (i.e., purchase order or contract) and readily and distinctly related to an individual item purchased (see Financial Management Manual 9255-3). For a NASA-fabricated item, the acquisition cost will include production costs only, i.e., design, development, parts, and labor or contract value. For noncapitalized equipment transfers from other entities, the acquisition cost will be the amount reimbursed or, if nonreimbursable, the fair market value; and, for capitalized equipment from other entities, the acquisition cost will be the amount reimbursed or, if nonreimbursable, the net book value of the transferor (capitalized value minus depreciation costs). For a leased item, the acquisition cost field will be the estimated fair market value; when NASA takes title to a leased item, the acquisition cost will remain the initial estimated fair market value; for an outside loaned in item the acquisition cost field will be the cost provided by the loaner, or an estimated fair market value. When the acquisition cost is unknown, an estimated fair market value, based upon like items in the NEMS data base, or value, based upon engineering estimates, will be entered. The NEMS 1-position Estimated Cost Code data element, designated as an "E," will be entered when the Acquisition Cost is estimated.

n. Year Manufactured. Each equipment record in NEMS requires the year equipment was manufactured. When the year the equipment was manufactured is not known, enter the estimated year of manufacturing.

o. Status Code. Each equipment record in NEMS requires a status code. Equipment items with capital-sensitive code X (noncontrolled, nonsensitive equipment) will be reported in status code A, since they are not part of the NEMS equipment reutilization program. Status codes will be updated when the degree of availability changes for equipment items, e.g., equipment sent on temporary loan or placed in temporary storage will be changed to status code B and returned to status code A when put back into active use in the accountable property custodian account.

p. Location. Each equipment record in NEMS requires a zip code and building location. The zip code will be updated when an equipment item is temporarily moved to another zip code area but remains on the equipment records of the accountable Center (e.g., out on loan, or in use at a component location such as a tracking station). Onsite equipment will be identified to its building or other geographical location.

q. Other NEMS Data Fields. Detailed descriptions of the optional data elements may be found in the NEMS Specifications document.

[| TOC | Preface | Chapter1 | Chapter2 | Chapter3 | Chapter4 | Chapter5 | Chapter6 |](#)
[AppendixA | AppendixB | AppendixC | AppendixD | AppendixE | AppendixF | ALL |](#)

[| NODIS Library | Property, Supply and Equipment\(4000s\) | Search |](#)

DISTRIBUTION: **NODIS**

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
